

**LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES**  
**1st Floor Conference Room, Oneida County Courthouse**  
**January 24, 2017**

**LRES COMMITTEE MEMBERS PRESENT:** Ted Cushing/Chairman, Billy Fried, Dave Hintz, Sonny Paszak, Carol Pederson

**ALSO PRESENT:** Lisa Charbarneau, Jenni Lueneburg (Labor Relations/Employee Services); Darcy Smith (Finance); Larry Mathein (Medical Examiner); Terri Hook (Sheriff's Office); Dianne Jacobson (Department on Aging); Michael Romportl (Land Information); Bruce Stefonek (Highway Department); Kyle Franson (Register of Deeds); Amy Franzen (Register of Probate); Nick Sabato (Lakeland Times)

**CALL TO ORDER AND CHAIRMAN'S ANNOUNCEMENTS**

Chairman Cushing called the LRES Committee to order at 1:00 p.m. in the 1<sup>st</sup> Floor Conference Room of the Oneida County Courthouse. It was noted that this meeting had been properly posted in accordance with the Wisconsin Open Meeting Law and meets the Americans with Disabilities Act.

**APPROVE AGENDA**

Motion by Fried to approve the second amended meeting notice. Second by Paszak. All members present voting 'Aye'. Motion carried.

**APPROVE MINUTES**

Motion by Fried to approve the minutes of January 11, 2017. Second by Pederson. All members present voting 'Aye'. Motion carried.

**VOUCHERS, REPORTS AND BILLS**

Charbarneau presented the bills and vouchers. Motion by Fried to approve the bills and vouchers as submitted. Second by Pederson. All members present voting 'Aye'. Motion carried.

**911 TELECOMMUNICATOR VACANCY REVIEW APPEAL**

Charbarneau provided a summary of the Telecommunicator vacant position, noting that the position needs to remain vacant for eight weeks. This position was already approved by the Committee of Jurisdiction. Brief discussion held. Motion by Fried to approve the 911 Telecommunicator vacancy review appeal. Second by Cushing. All members present voting 'Aye'. Motion carried.

**CORRECTION OFFICER VACANCY REVIEW APPEAL**

Charbarneau states this position is vacant due to a resignation and this is a standard request that needs to be vacant for eight weeks before filling. This position was already approved to be filled by the Committee of Jurisdiction. Brief discussion held. Motion by Fried to approve the Corrections Officer vacancy review appeal. Second by Cushing. All members present voting 'Aye'. Motion carried.

**REGISTER OF DEEDS DEPUTY I VACANCY REVIEW APPEAL**

Charbarneau reports that the part-time Deputy I position was vacated less than six months from being filled, therefore Committee approval is not needed to refill the position. A current employee in Register of Deeds has requested to move from their full-time Deputy I position to the vacated part-time position. Franson is requesting approval to fill the vacant full-time position. Brief discussion held. Motion by Paszak to approve request. Second by Fried. This has been approved to be filled by the Committee of Jurisdiction. All members present voting 'Aye'. Motion carried.

### **LAND INFORMATION AIDE VACANCY REVIEW APPEAL**

Charbarneau states the previous approved position will most likely be filled by a Land Information employee, therefore leaving the 50% Land Information Aide position vacant. Romportl requests that the Committee consider approving filling this position if vacated and consider increasing the position to full-time. Motion by Fried to approve filling the Land Information Aide position at 50% provided that it's vacant. Second by Paszak. Paszak also noted that the Committee of Jurisdiction has approved this request. Romportl provided a history of how the position changed to 50%, and discussed the job duties and increased needs of this position. This increase would need to come from levy funding due to this being a core position. Fried suggested sharing this position with another department's part-time position in order to help multiple offices; Romportl says this was discussed before and doesn't feel this would be beneficial to his office. Further discussion on department needs and LTE hours. Cushing feels approving the full time request will put additional strain on the contingency fund very early in the budget year. Further discussion held. Motion amended by Cushing to approve continuing the 50% position and to bring it back at next budget season for further discussion. Second by Paszak. Further discussion led by Fried on request. Roll call vote taken with all voting in the affirmative. Motion carried.

### **ASSISTANT DIRECTOR DEPARTMENT ON AGING VACANCY REVIEW APPEAL**

Charbarneau reports that the DOA (Department on Aging) Assistant Director has now retired and Jacobson is requesting that this position be filled. Hintz inquired on the effects of the DOA once Family Care is implemented. Jacobson states that Family Care will affect Social Services but not her department. Once Family Care is implemented, many of the resources currently being offered by Social Services will then be offered by the DOA. Motion by Cushing to approve the Assistant Director Department on Aging vacancy review appeal as presented. Second by Paszak. All members present voting 'Aye'. Motion carried.

### **CLOSED SESSION**

Motion by Fried, second by Pederson to adjourn into closed session pursuant to Section 19.85(1)(c) for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility. (Topic: Juvenile Clerk/Assistant Register in Probate compensation, Medical Examiner compensation, Mechanic/Equipment Operator compensation, approve closed session minutes of December 14, 2016 meeting)

Roll call vote taken with all voting in the affirmative. Motion carried. Committee went into closed session at 1:26 p.m.

Staff present in closed session: Charbarneau, Lueneburg, Franzen, Mathein, Stefonek

### **RETURN TO OPEN SESSION**

Motion by Cushing, second by Pederson for Committee to return to open session at 1:49 p.m. All members present voting 'Aye'. Motion carried.

In closed session, the following motions were made and approved unanimously by the Committee:

- The Juvenile Clerk/Assistant Probate compensation was approved at \$19.19 per hour.
- The Mechanic/Equipment Operator compensation was approved at \$20.38 per hour.

- An additional step increase was approved for the Medical Examiner.

**DONATED PTO (PAID TIME OFF)**

Charbarneau states at the beginning of each year, the Finance Department does adjustments to PTO banks for employees that took unpaid time in the previous calendar year. For employees on Leave of Absences, other employees are allowed to donate PTO when needed. For employees to earn additional PTO during the time they are using donated PTO seems incorrect. Charbarneau has gathered policies from other counties on how they deal with such an issue and finds that they do not allow PTO accrual when using donated PTO time. Charbarneau used Green Bay's policy to tailor the proposed policy before the Committee today. Motion by Paszak to approve the Time Off (PTO) Donation policy. Second by Hintz. In-depth discussion held on proposed new policy. Smith proposes adding the word "PTO" to the first sentence in #6 of the proposed policy; Committee agreed to this addition. Committee voted on motion; all members present voting 'Aye'. Motion carried.

**WELLNESS/HEALTH UPDATE**

None

**OUT-OF-COUNTY TRAVEL**

None

**FUTURE MEETING DATES**

February 15, 2017 at 9:00 a.m.

**FUTURE AGENDA TOPICS**

Employee Handbook review and updates  
Medical Examiner duties

**PUBLIC COMMENTS**

None

**ADJOURNMENT**

Motion by Cushing to adjourn. Second by Hintz. All members present voting 'Aye'. Motion carried. Meeting adjourned at 2:11 p.m.

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Ted Cushing, Chairman/LRES Committee

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Date

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Jennifer Lueneburg, Committee Secretary

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Date